

August 9, 2007

City of Menomonie
Mr. Lowell Prange, Administrator
800 Wilson Avenue
Menomonie, Wisconsin 54751

Dear Mr. Prange:

I am pleased to inform you that the City of Menomonie has been delegated an appointed agent in accordance with Wisconsin Administrative Code, s. Comm 61.61, for commercial building code enforcement. Your municipality will have primary responsibility for review of commercial building and heating, ventilation and air conditioning (HVAC) plans for all interior alterations and additions of 1,000 square feet in area or less. The City of Menomonie also reserves the right to request additional plan review authority from the Department of Commerce under waiver per project.

The City of Menomonie is also authorized per state statute 101.12(3)(g) to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality. However, plan review for projects beyond the delegated limits addressed above will still be done by our agency. An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

Your municipality shall follow the plan examination and inspection procedures under Comm 61 subchapter III and s. Comm 61.41. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality or request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. A certified municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the department for review and approval.

I understand that Mr. John J. Dahl will be responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building owners and designers will know where to submit plans. Our agent municipality program manager Henry Kosarzycki is available to meet with you and your inspector to discuss our procedures for state reviews and inspections in delegated agent municipalities; he can be reached at 608-212-0138.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Greg C. Jones
Division Administrator
cc:

Henry Kosarzycki, Auditor and Agent Program Manager
Robert DuPont, Director, Bureau of Program Development
Randy Baldwin, Director, Bureau of Integrated Services
Barbro McGinn, Office of Public Information